Emergency Hire Request

Agency Request Data

Name:
Enter the employee's actual name as it appears in their personnel record. Do not enter nicknames or name abbreviations.

Personnel Number:
Enter the AASIS personnel number. This is an 8-digit number. It is not necessary to enter the leading zeros. For example, employee number 00000238 can be entered as 238.

Business Area:
Enter the agency code. This is a 4-digit number. For example, 0610 represents the Department of Finance & Administration.

Personnel Area:
Enter the unique personnel area that this employee is assigned to. The personnel area is a combination of a 2-digit agency code and a 2-digit sequence number representing that agencies physical location. For example, the Department of Finance & Administration has several locations that are sequentially numbered. DFA's first physical location is indicated by FA01.

Organization Unit
Enter the agency section or division name where this employee will reside.

Position Number
Enter the position number that the employee will be hired into.

Job Title
Enter the state job title that the employee will fill.

Class Code
Enter the 4-digit code that represents the state job title.

Grade
Enter the grade for the job title.

Position
Designate whether the position will be filled on a full-time or part-time basis.

Qualifications
Designate whether the applicant meets the qualifications defined on the state job title.

Justification
Please include in your justification why this hire is needed immediately and what the negative impact would be if this request is not approved.

Authorizations

Approving Authority
The initiator of the request must sign and date.

Agency Director/Institution Head
The Agency Director/Institution Head must sign and date.

OPM Action

OPM will review the request and approve or disapprove. The result will be indicated in this section as well as the OPM staff member who conducted the review.